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2-F32-COEM-PMG-301	Introduction to the Construction Project Management System	0	07/18/95
	96-DMR-000126		02/05/96
2-L92-COEM-PMG-302	Overview to Quality, Environmental, Davis-Bacon, Security, and Safety and Health Requirements for Project Managers	0	07/18/95
	96-DMR-000127		02/05/96
3-L88-COEM-PMG-303	Project Initiation Guide	0	04/14/95
3-P31-COEM-PMG-307	Project Data Sheet (PDS) Preparation Guide	0	04/14/95

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3-K08-COEM-PMG-309	Operational Requirements Document (ORD)	0	10/01/94
	96-DMR-000128		02/05/96
3-P32-COEM-PMG-311	Scope and Estimate	0	10/01/94
3-L82-COEM-PMG-315	Line Item Budget Process Guide	0	04/14/95
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2-P33-COEM-PMG-325	Engineering Subcontracting Guide	0	07/18/95
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3-J68-COEM-PMG-331	Project Closeout and Turnover	0	10/01/94
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3-M02-COEM-PMG-333	Baseline Management	0	10/01/94
3-P35-COEM-PMG-335	Baseline Change Proposal Guide	0	04/14/95
3-L89-COEM-PMG-337	Cost Estimating	0	10/01/94
3-P29-COEM-PMG-339	Reporting and Reviews Guide	0	10/01/94
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ENG-PILOT-PM-009	Project Summary Report (Pilot)	0	08/05/94
3-P36-COEM-PMG-345	Project Control/Management Control System Interface	0	10/01/94
3-M55-COEM-PMG-346	Progress Tracking System/4700.1 Report Guide	0	04/14/95
2-P38-COEM-PMG-349	Records and Document Management for Authorization Projects	0	07/18/95
	96-DMR-000132		02/05/96
ENG-PILOT-PM-011	Transfer of Project Management (Pilot)	0	08/31/94
	Glossary of Project Management Terms	0	10/01/94

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4-02C-COEM-CMG-402	Project Records Management	0	03/10/95
	96-DMR-000861		07/18/95
4-03C-COEM-CMG-403	Evaluation of Non-Conforming Conditions	0	03/10/95
4-04C-COEM-CMG-404	Excavations and Soil Disturbances	0	06/01/94
4-05C-COEM-CMG-405	Davis/Bacon Covered Task Orders	0	03/10/95
4-06C-COEM-CMG-406	Construction Management Control of Government		
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4-07C-COEM-CMG-407	Construction Subcontracting	0	03/10/95
4-08C-COEM-CMG-408	Subcontractor Submittals	0	03/10/95
4-09C-COEM-CMG-409	Construction Field Changes	1	04/28/95
	96-DMR-000106		02/05/96
4-10C-COEM-CMG-410	Construction Daily Log Book	0	08/05/94
4-11C-COEM-CMG-411	Weekly Status Report	0	03/10/95
4-12C-COEM-CMG-412	Subcontractor's Application for Payment	0	03/10/95
4-13C-COEM-CMG-413	Support Services for Construction Projects	0	03/10/95
4-14C-COEM-CMG-414	Construction Management Line Control Safety	0	05/31/95

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4-15C-COEM-CMG-415	Construction Management Responsibilities for		
	Component Checkout and Systems Operations Testing	0	05/31/95

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4-16C-COEM-CMG-416	Performance Measurements	0	03/10/95
17C-COEM-CMG-417	Construction Closeout	1	05/20/99

DOCUMENT CHANGE FORM (DCF)

⑦
DCF #: Rev 1, Ch 3DCF Originator: Carol Christian Carol Christian 7/13/99
Print Sign DateOrganization: BMRSPhone/Pager/Location: 2141/B130②
Responsible Carl Caimi Carl Caimi 7/14/99
Manager: Print Sign DateOrganization: BMRSPhone/Pager/Location: 4784/212-4174/B130③
Assigned SME: Carol Christian Carol Christian 7/13/99
Print Sign DatePhone/Pager/Location: 2141/B130⑧
Prescreen/SES/USQD Number: N/AIndependent Safety Review: N/A④
Site Design Document Control
Document Title1-W56-COEM-AMN-101, Rev 1

Existing Document Number and Revision

New Document Number and Revision (if Applicable)

⑤
Type of Document

- ☐ Policy ☐ Directive ☐ Manual ☐ Technical Standard
☒ Procedure ☐ Instruction ☐ Job Aid ☐ Other

⑥
Type of Modification

- ☐ New ☒ Change
☐ One Time Use Only ☐ Editorial
☐ Revision ☐ Intent
☐ Cancellation ☒ Non-Intent

⑨
Effective Date: 7/15/99Expiration Date: N/A

⑩ Item	⑪ Page	⑫ Step	⑬ Proposed Modification
1	3	LOEP	Updated
2	22	App. 1	In Note 2, changed EDP to RDP.
3	20-23	App. 1	Changed dates in header and at bottom of forms so all pages in the Appendix carry the same date.

⑩ Item	⑭ Justification
Changes were made so all pages in Appendix 1 bear the same date	

⑮ Reviewing Organization	⑯ Name of Reviewer	⑰ Date	⑮ Reviewing Organization	⑯ Name of Reviewer	⑰ Date
Engineering Programs	<u>JRC Delmon</u>	<u>7/14/99</u>			

⑮
Approval Authority: D. RUSCITTO DePinto 7-15-99

Print

Date

PADC-1997-00246

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LIST OF EFFECTIVE PAGES

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1-2	1/1/99		
3	7/15/99		
4	1/1/99		
5-6	2/25/99		
7-16	1/1/99		
17-19	2/25/99		
20-23	7/15/99		
24-25	2/25/99		

The following DCF(s) are active for this document:

Rev 1, Ch 1
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Total number of pages is 25

SITE DESIGN
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PAGE 4

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8. REFERENCES

Engineering Standard SX-300, General Drafting Standard
MAN-027-SERM, Site Engineering Requirements Manual
MAN-071-IWCP, Integrated Work Control Program Manual
Security Manual
1-V41-RM-001, Records Management Guidance for Records Sources
1-V51-COEM-DES-210, Design Process Requirements

APPENDIX 1

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RFETS		<small>ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE</small>		Engineering Order		1-W56-COEM-AMN-101 Appendix 1					
Section 1: Document Identification											
1. IWCP/Authorization Project Number				2. Building		3. Date					
4. Page 1 of											
5. Modification Title											
Section 2: Document Description				Section 3: SDDC Action Requested							
6A. Package Description <input type="checkbox"/> Review <input type="checkbox"/> Final <input type="checkbox"/> Other: <hr/> <input type="checkbox"/> Engineering Design Package Type: <input type="checkbox"/> ESP <input type="checkbox"/> RDP <input type="checkbox"/> Temporary; TM Number: _____ Calculated TM Design Life Date: _____ <hr/> <input type="checkbox"/> Engineering Change Request (ECR) ECR Type <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 ECR Number: _____ <hr/> Supports TRU Waste Containers or TRU/Low- Waste items? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Total pages of text: _____ Total drawings attached: _____				6B. Other Type Document <input type="checkbox"/> Drawing <input type="checkbox"/> Number of Drawings attached <input type="checkbox"/> Calculation <input type="checkbox"/> System Evaluation Report (SER) <input type="checkbox"/> Engineering Operability Evaluation (EOE) <input type="checkbox"/> Other (Describe): _____ <hr/> 7. Have any of these documents been in an RCA/RMMA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, were they self-monitored? <input type="checkbox"/> Yes <input type="checkbox"/> No Verified by: _____ <hr/> Print/ Sign/ /Date				9. Controlled Distribution Request If other than EDP/ECR, list document information in Section 5 <input type="checkbox"/> DISTRIBUTE Controlled Document <input type="checkbox"/> Controlled <input type="checkbox"/> One Time <input type="checkbox"/> New - Go to Section 4 <input type="checkbox"/> Controlled Distribution List on file <input type="checkbox"/> DELETE from Controlled Distribution Go to Section 4 or 5 as applicable. <hr/> 10. RELEASE Document for: <input type="checkbox"/> Review <input type="checkbox"/> Final If SDDC Distribution, Go to Section 4 Go to Section 5 to list applicable documents <hr/> 11. REMOVE controlled drawing: <input type="checkbox"/> Cancel Approved Drawing <input type="checkbox"/> Void Master Drawing (see BDCF if applicable)			
8A. System Category <input type="checkbox"/> 1/2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		8B. SSC Function:									
Section 4: Distribution				Section 5: Document Information							
12. Distribution				13. Document Description							
Name/Organization	Bldg.	Dwgs B or D	No. of Copies	Document Number	Document Title						
DOE Safety Health Assessment (Final Only)	460	B	1								
Additional Distribution (See Section 4A on EO Page 2)				12A. Reviewed for Classification/UCNI							
Total Copies Required				12B. If Document is UCNI, place stamp below.							
Section 6: Tracking Information											
14. Requestor Name (Print)				15. Phone/Pager		16. Charge Number					
17. Landlord Company		18. Company Authorizing Design			19. Company Performing Design						
20. SDDC/EO Coordinator (Print)		21. Date		22. EO Number		23. EO Distribution Date					

APPENDIX 1

ENGINEERING ORDER - FORM COMPLETION INSTRUCTIONS

Block	Instructions
Note: Use the Continuation Sheet (DES-210, Form 9) if more room is required.	
Section 1: DOCUMENT IDENTIFICATION	
1-5	Enter the IWCP/Authorization Project Number, Building, Date, total number of pages, and Modification Description Title.
Section 2: DOCUMENT DESCRIPTION	
6A	Check boxes and enter requested information as applicable. If document is other than an EDP/ECR, see Block 6B.
6B	Check boxes as applicable. If drawings are attached, enter the number of attached drawings in the box provided.
7	Check boxes as applicable. Verified by - print name, sign, and date indicating who verified these documents have/have <u>not</u> been in an RCA/RMMA.
8A	Check System Category box as applicable.
8B	Enter brief description of the Structures, Systems and Components (SSC) function.
Section 3: SDDC ACTION REQUESTED	
9	Controlled Distribution Request: Check boxes as applicable. Complete Section 4 if new or if revising Controlled Distribution List. Complete Section 5 if document other than an EDP/ECR.
10	Release Document Request: Check box as applicable. If document is <u>not</u> an EDP/ECR, provide document description in Section 5. If document is being released to SDDC for "Distribution," see Block 9 instructions.
11	Check the appropriate box. If the drawing is not part of a project/activity, a BDCF is not needed.
Section 4: DISTRIBUTION	
12	NOTE: Go to Section 4A on EO Page 2 to enter additional distribution. Enter the name and organization. Enter the recipient's location (building). Enter B (for ½ size drawings) or D (for full size drawings). Enter the number of copies. Enter total number of copies required for Additional Distribution from Section 4A on Form 1A, if applicable. Enter total number of copies required for distribution.
Section 5: DOCUMENT INFORMATION	
	If the document is other than an EDP/ECR, complete this section for: <ul style="list-style-type: none"> ▪ Requesting controlled distribution services from SDDC (also see Block 9) and/or ▪ Releasing a document to SDDC (also see Block 10).
13	Enter Document Number and Title
13A	Authorized Derivative Classifier: Sign name indicating reviewed for classification in accordance with DOE Order 5650.2B, The Classification Information and DOE Order C471.1, Identification and Protection of Unclassified Controlled Nuclear Information.
13B	Classifier: If Document Contains UCNI Material, place stamp in block.
Section 6: TRACKING INFORMATION	
14-16	Enter Requestor Name, Phone/Pager, and Charge Number.
17-19	Enter Landlord Company, Company Authorizing Design, and Company Performing Design
20-23	Enter Site Design Document Control (SDDC) support personnel name or designated Engineering Order (EO) Coordinator name (as applicable) and the Date; EO number, if applicable; and EO Distribution Date, if applicable.

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(7/99)

APPENDIX 1

ENGINEERING ORDER - CONTINUATION FORM COMPLETION INSTRUCTIONS

Block	Instructions
Note: Use the Continuation Sheet (DES-210, Form 9) if more room is required.	
Section 1A: DOCUMENT IDENTIFICATION	
24-28	Enter information from EO, Section 1, Page 1.
Section 4A: CONTRIBUTED DISTRIBUTIUN	
29	See instructions on EO, Section 4, Page 1.
Section 7: DOCUMENTS AFFECTED	
	Use this section if applicable, however, DO NOT use this section in place of the Baseline Document Change Form (BDCF) as required for an EDP/ECR in DES-210.
30	Enter Document type, Document Number, and Document Title of all affected documents.
Section 8: REVIEW CONCURRENCE AND APPROVAL	
31-45	Obtain required concurrence and approval signatures for EDPs/ECRs. Refer to signature notes at bottom of EO and to DES-210. "Signature on File" (/s/) is acceptable ONLY if the reviewer signed concurrence on the Review Comment Sheet.
Telecom Approval	Instructions for Note 5 Telecom approval may be obtained if authorized by the Responsible Engineering Manager. Reviews are to be documented on a Review Comment Sheet. If authorized, document telecom approval as follows: In Name Column, print the name of the individual providing telecom approval followed by: "Telecom Approval", then enter your initials and date of approval.
Signature on File	Print the name, company, phone, and pager of the reviewer whose signature is on a Review Comment sheet. Designer initial the box marked "Signature on File" to indicate the signed Comment Review sheet is included in the EDP.

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APPENDIX 2

DRAWING EXCERPT FORM

RFETS	ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE	Drawing Excerpt Form	1-W56-COEM-AMN-101 Appendix 2
<p>Title Block</p> <p>Excerpt of Master Drawing Number: _____</p> <p>Approved for use with IWCP/Authorization Project Number: _____</p>		<p>Sheet ____ of ____</p> <p>Revision / Issue _____</p> <p>If the drawing excerpt is too large, remove the Title Block Section from this form and attach it to the drawing excerpt. Cross out existing Title Block, if showing.</p>	
<p>Note: All approval and classification signatures are submitted with the Engineering Order form.</p>			

DOCUMENT CHANGE FORM (DCF)

DCF #: Rev 4, Ch 4

① DCF Originator: Cassie Kretzschmar 6/30/99
Print Sign Date

Organization: RMRSPhone/Pager/Location: 5905/212-1162/B130

② Responsible John Gilmour 6/30/99
Manager: Print Sign Date

Organization: Kaiser HillPhone/Pager/Location: 8153/212-3599/B130

③ Assigned SME: Charles DuPre 6/30/99
Print Sign Date

Phone/Pager/Location: 6297/212-3602/B130

⑧ SSOC - SES - RFP - 99.1600-BDB
Prescreen/SES/USQD Number: RMRS-SES-RFP-99.1608-MRA

Independent Safety Review: SORC 99-011

④ Design Process Requirements
Document Title

1-V51-COEM-DES-210, Rev 4

Existing Document Number and Revision

New Document Number and Revision (if Applicable)

Type of Document

☐ Policy ☐ Directive ☐ Manual ☐ Technical Standard
☒ Procedure ☐ Instruction ☐ Job Aid ☐ Other

Type of Modification

☐ New ☐ One Time Use Only ☒ Change
☐ Revision ☐ Editorial
☐ Cancellation ☒ Intent ☐ Non-Intent

Effective Date: 6/30/99Expiration Date: N/A

⑩ Item	⑪ Page	⑫ Step	⑬ Proposed Modification
2	2	LEOP	Updated
2	3-4	TOC	Updated
3	29	8.2.4	Added new section, Facility Safety
4	42		Added referenced document CRD-420.1, Facility Safety, deleted referenced documents HSP 13.01, Control of Pesticides, HSP 13.03, Carcinogen Control, HSP 13.05, Toxic Chemical Controls due to cancellation of documents.
5	43		Text rolled due to adding/deleting referenced documents on page 42. Deleted referenced document 1-14310-HSP-13.04, Beryllium Protection.

⑩ Item	⑭ Justification
	Reason for this change is a directive from DOE Contractor Requirements Document 420.1.

⑮ Reviewing Organization	⑯ Name of Reviewer	⑰ Date	⑮ Reviewing Organization	⑯ Name of Reviewer	⑰ Date
RFCS	No comment		Closure Projects	/s/ John Miller	
RMRS	/s/ F. P. Hughes		SSSOI	No comment	
SSOC	No comment		K-H Engr. Programs	John Gilmour <u>6/30/99</u>	
Wackenhut Srvs.	/s/ Jeff Churchill				
NuOps	No comment				

Approval Authority: Dave Ruscitto
Print

Sign

D. P. Hughes 6/30/99

Date

PADC-1997-00040

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7	02/18/99		
8-21	01/15/99		
22	04/29/99		
23-28	01/15/99		
29	06/30/99		
30-40	01/15/99		
41	02/25/99		
42-43	06/30/99		
44-53	01/15/99		
54	04/29/99		
55-71	01/15/99		

The following DCFs are active for this document:

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Total number of pages is 71

Although several safety program interfaces such as the ALARA review are specified in this procedure, the Designer is responsible for integrating the design process with other safety programs that have unique design interface requirements. Examples of Site safety program interfaces to consider are:

- Fire Protection
- Nuclear Criticality Safety
- Radiological Control
- WIPP

8.2.3 Natural Phenomena Hazards Determination

Site SSCs are evaluated in accordance with Engineering Standard SC-206. The evaluations assist the engineer in determining the appropriate Natural Phenomena Hazard (NPH) Performance Category requirements for Procurement Level and pre-operational instrument calibration requirements in accordance with Appendix 1.

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8.2.4 Facility Safety

Process equipment used in areas from which immediate evacuation may be required **SHALL** be so designed that leaving the equipment will not introduce significant risk.

8.3

TASK 3	Complete Design Output Documents
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Design Output Documents provide the technical justification necessary for EDP approval. All aspects of the designing/planning process are to be considered when deciding what Design Output Documents are applicable such as drawings, calculations, design specifications, and post-maintenance tests (PMTs).

8.3.1 **Drawings**

Drawings are to be prepared in accordance with AMN-101 and Site Engineering Standard SX-300.

8.3.2 **ALARA Design Review Screen**

An ALARA Design Review Screen is completed for all EDPs (see Appendix 2, Form 3). Radiological Engineering is to be contacted if the results of the ALARA Design Review Screen indicate the need to complete an ALARA Design Review. (Also see the Site *Radiological Control Manual*.)

Additional requirements should be specified if the design involves fissionable material operations (see 1-MAN-018-NSM, *Nuclear Safety Manual*). The comments section of the ALARA Design Review Screen (Form 3) is used to document this information.

8.3.3 **Calculations**

All calculations are documented on the forms provided in this procedure (see Appendix 2):

- Calculation/Technical Basis Cover Sheet and Revision Summary (Form 4)
- Calculation/Technical Basis Sheet (Form 4A)
- Calculation Sheet (Form 4B)

9. RECORDS

9.1 Engineering Design Package Forms

Electronic copies of all forms in this procedure are on the site's intranet engineering organization web page. Hardcopy forms in this procedure can be obtained from SDDC. All forms initiated as a result of this procedure should be completed in a legible and indelible medium.

9.2 Records Processing Instructions

The following documents are initiated, processed or maintained as a result of this Procedure and **SHALL** be processed as follows:

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
ESP Engineering Design Package Final Record with contents as specified in Table 1 or RDP Engineering Design Final Record with contents as specified in Table 2	Quality Assurance Record when the closure process is completed.	All design/planning records associated with the final EDP/IWCP Type 2 or Type 3 Work Package are released to SDDC for interim storage until the closure process is complete. Responsible managers SHALL implement a reasonable level of protection to prevent loss and or degradation.	When inactive defined in 1-V51-RM-001), transmit Site Records Management accordance with V41-RM-001
ESP Engineering Design Package Final Record with contents as specified in Table 1 or RDP Engineering Design Final Record with contents as specified in Table 2	WIPP/LL/LLM Quality Assurance Record when the closure process is completed. Note: An Engineering Design Package Final Record is a WIPP/LL/LLM QA Record if the design process supports the design of TRU or Low Level Waste items as identified on the Engineering Order.	Completed (authenticated) WIPP/LL/LLM QA records SHALL be transmitted to the NQA-1 Waste Records Center within one (1) working day of completion. During this one (1) working day period, Responsible Managers SHALL continue to implement a reasonable level of protection to prevent loss and or degradation. Completed (authenticated) WIPP/LL/LLM QA records that are not transmitted within the one (1) working day time period, SHALL be stored in one (1) hour fire-rated cabinets for a period not to exceed six (6) months.	Transmit copy of record package to NQA-1 Waste Records Center in accordance with PRO-077-WI 005, Manager: WIPP Inform Prior to Trans to NQA-1, W Records Cent

10. REFERENCES

CRD-420.1, *Facility Safety*

DOE Order 5480.20A, *Personnel Selection, Qualification and Training Requirements for DOE Nuclear Facilities*

DOE Order 6430.1A, *General Design Criteria*

DOE M 440.1-1, *DOE Explosives Safety Manual*

DOE Standard 1020-94, *Natural Phenomena Hazards Design and Evaluation criteria for DOE Facilities*

DOE Standard 1021-93, *Natural Phenomena Hazards Performance Categorization Guidelines for Structures, Systems, and Components*

DOE/TIC-11268, *A Manual for the Prediction of Blast and Fragment Loading of Structures*

Engineering Standard SC-206, *Natural Phenomena Hazard Analysis of Structures, Systems, and Components*

Engineering Standard SX-300, *General Drafting Standard*

MAN-027-SERM, *Site Engineering Requirements Manual*

MAN-066-COOP, *Site Conduct of Operations Manual*

MAN-071-IWCP, *Integrated Work Control Program Manual*

Radiological Control Manual

Site Quality Assurance Manual

Site Safety Analysis Report

TM5-1300, *Structures to Resist the Effects of Accidental Explosions*

1-C10-NSM-04.03, *Safety Evaluation Screen*

1-C11-NSM-04.05, *Unreviewed Safety Question Determination*

1-MAN-008-WM-001, *Transuranic (TRU) Waste Management Manual*

1-MAN-018-NSM, *Nuclear Safety Manual*

1-V41-RM-001, *Records Management Guidance for Records Sources*

1-W56-COEM-AMN-101, *Site Design Document Control*

1-52000-ADM-02.01, *Operations Review Requirements*

2-C93-COEM-DES-273, *Engineering Standards for Procurement*

29 CFR 1910.119, *Process Safety Management of Highly Hazardous Chemicals*

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